

2023-2024
AT-A-GLANCE
AP EXAM INFORMATION
SPRING SEMESTER COURSES

AP Exam Payment and Registration Steps:

1. Students confirm AP Exam course registration through their College Board Account (MyAP) www.collegeboard.org
2. Teachers will give JOIN Codes to join the AP course
3. Students pay for their AP exam using Total Registration www.totalregistration.net/AP/441689

AP Exam payment timeline for Spring Semester courses:

- Payment **OPENS** – Monday, January 22nd 12:01 AM
Payment **CLOSES** – Wednesday, February 21st 11:59 PM
- **Late Exam** Registration – February 22nd -February 23rd 11:59 PM
 - \$10.00 per exam late fee applied
 - If registering for a year-long exam, there is a \$40 per exam late fee

AP Exam cost and refund information:

- Regular Exam- \$102.00 per exam
- Free/Reduced lunch students- \$25 per exam
- Late Exam: \$10.00 per exam (for second semester courses)
\$40 (for yearlong courses)
- Full refunds for second semester courses will be given for exams cancelled by February 21st at 11:59 PM.

NO REFUNDS will be issued after February 21st at 11:59 PM

Please contact your counselor in the Cypress Ranch

Counseling office with any questions.

2023-2024 STEP-BY-STEP AP EXAM INFORMATION SPRING SEMESTER COURSES

GENERAL INFORMATION

- **Regular Registration:** January 22, 2024 12:01 AM –February 21st, 2024 11:59 PM
- **Late Registration:** February 22, 2024 12:01 AM – February 23, 2024 11:59 PM
 - Late Exam Registration Fee for second semester only courses:* \$10 per exam.
 - Late Exam Registration Fee for year-long courses:* \$40 per exam.
- **Exam Fee:** \$102 per exam; Free/reduced lunch program fee: \$ 25 per exam
 - There are a limited number of subsidies for students on free/reduced lunch.
 - Cy-Hope scholarship application available in counselor’s office for students on free/reduced lunch.
- **Refund Policy:**
 - Total refund for spring semester courses if cancelled ON or BEFORE February 21, 2024 at 11:59 PM
 - **NO REFUNDS after February 21, 2024.**

***TWO STEPS: 1. Students MUST request access to course materials through My AP on College Board website.
2. Once that is complete, students must PAY for exams through TOTAL REGISTRATION.***

STEP 1: REQUEST ACCESS TO COURSE MATERIALS

To request to JOIN an AP course through My AP, please follow these instructions:

- If you have not created a College Board account, you will first need to do so by going to myap.collegeboard.org. Click “Create Account” to begin.
 - All college board programs are connected through one account, so if you created one for AP, PSAT, SAT or College Board Scholarships, you’re all set.
- If you have previously created a College Board account, you can login into myap.collegeboard.org using your College Board login information.
 - If you cannot login to My AP, please use the forgot username/password links to reset your account. If you have trouble logging in to My AP, please call College Board at 1-844-314-3632.
- Click the **JOIN A COURSE OR EXAM** link.
- Please enter the correct **JOIN CODE** for your AP class section and click Submit. (*Your teacher will have your join code.*)
- Verify course information. Make sure you have joined the correct course and section. If correct, click, Yes.
- Fill out the registration information. The first time you enroll in an AP course in My AP, you will have to fill out some registration information. It is important to provide accurate information. You only have to do this once. This information will be linked with your AP exam. You may have trouble viewing your results if you enter information incorrectly.
- For each course, click **REGISTER & VIEW DETAILS**, then click **REGISTER FOR EXAM** on the next screen.

For students who are taking an exam but are not currently in the course, please see Mrs. Housson or Mrs. Hamel in the counseling office in order to obtain an EXAM ONLY join code.

STEP 2: PAY FOR YOUR EXAM—Your exam will not be ordered without PAYING through TR.

To pay for an exam through Total Registration, please follow these instructions:

1. Go to www.TotalRegistration.net/AP/441689
2. Log in to Total Registration. If you have never used TR before, you will need to create an account.
3. Enter all required information. When selecting exams, please only select AP exams you intend to take for the 2022-2023 school year.
4. You will make your payment through TR for ALL AP exams. When you login to TR, click the “Make a Payment” link.

AP Exam FAQ

1. Can I register now for a full year course?

- a. Yes- you may pay for an AP Exam in a full year course if you did not do so in the fall. **There is a \$40 per exam late fee associated with this registration.**

2. How can I order an AP exam for a class I am not currently sitting in?

- a. Students **MUST** come into the counseling office in order to register and pay for an exam they wish to take but are not currently taking the course. You will need to see either Mrs. Hamel or Mrs. Housson in order to do this.
- b. This **MUST** be done between January 22, 2024 and February 21, 2024.

3. What is the last day to pay without a penalty?

- a. February 21, 2024 at 11:59 PM is the last day to pay without penalty for SPRING courses.
- b. February 22nd-23rd students will incur a \$10 per exam fee which would make the cost of each exam \$112.00 for SPRING courses.

4. Will there be financial assistance from Cy-Hope?

- a. Yes. Please see your counselor to get the application.

5. What do I do if I do NOT want to take the AP exam?

- a. If you do not want to take the AP exam, then do not pay for the exam in Total Registration. If there is no payment for an exam, then your exam will NOT be ordered in the College Board system.

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 6, 2024	United States Government and Politics	Chemistry
Tuesday, May 7, 2024	Human Geography	Statistics
Wednesday, May 8, 2024	English Literature and Composition	Computer Science A
Thursday, May 9, 2024	Environmental Science	Psychology
Friday, May 10, 2024	United States History	Macroeconomics Spanish Literature and Culture
Art and Design: Friday, May 10, 2024 is the deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.		

Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	Afternoon 2 p.m. Local Time
Monday, May 13, 2024	Calculus AB Calculus BC	Precalculus	
Tuesday, May 14, 2024	English Language and Composition	Physics C: Mechanics	Physics C: Electricity and Magnetism
Wednesday, May 15, 2024	World History: Modern	Computer Science Principles Music Theory	
Thursday, May 16, 2024	Spanish Language and Culture	Biology	

Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	Afternoon 2 p.m. Local Time
Friday, May 17, 2024	Physics 1: Algebra-Based	Physics 2: Algebra-Based	